



Virginia Department of
Emergency Management

Regional Advisory Committee (RAC)

Workshop Date: April 27, 2021

RAC Workshop Agenda

- Call to Order
- Draft RAC Charter Document Discussion
- Next Steps
- Adjourn



DRAFT RAC Charter - Purpose

The Regional Advisory Committee (RAC) was established as a committee of the 9-1-1 Services Board on March 11, 2021. Its purpose is to study and make recommendations regarding the implementation of the statewide Next Generation 9-1-1 (NG9-1-1) emergency communications system and its impact on Virginia's current and future 9-1-1 ecosystem. Further, the RAC will review associated costs for planning, testing, and operating a NG9-1-1 system, as well as consider the best practices, policies, and procedures for public safety communications (PSC) and emergency response. This will include strengthening technology and cyber security protection, as well as the identification of best practices and standards for recruitment, training, and retention for PSC personnel.



DRAFT RAC Charter - Membership

The 9-1-1 Services Board chairperson makes the appointments to the RAC. Membership to the RAC will be made by appointment to serve a two-year term. Members can be reappointed for only one additional consecutive term. Committee members are appointed and serve at the discretion of the Board's chairperson. At all times, the RAC membership shall consist of at least two current Board members.



DRAFT RAC Charter - Membership

Members of the RAC should adequately represent the following: geographic diversity of the Commonwealth, the varied operational capacities of Virginia primary PSAPs, diversity, equity, and inclusiveness that is representative of the Commonwealth, and public safety and emergency management professional organizations. Membership will be fluid and updated based on the needs of the Board. Accordingly, a minimum eighteen-person RAC is established, consisting of the following individuals:



DRAFT RAC Charter - Membership

- Two Board members (one of which will chair the committee)
- Seven regional PSAP representatives (one for each VDEM region)
- One representative each from Virginia APCO and Virginia NENA
- Two emergency management personnel from the two VDEM regional divisions
- One representative from VEMA
- One local IT representative (covers areas of IT and cybersecurity)
- One representative from the Office of Emergency Medical Services (OEMS)
- One representative from the Department of Behavioral Health and Developmental Services (VBHDS)
- Statewide Interoperability Coordinator (SWIC)
- Two private citizens (at-large members)



DRAFT RAC Charter - Membership

Upon the failure of any member to attend three successive meetings, without sufficient reason to each meeting missed, his/her membership on the RAC shall terminate. The decision of the Board chairperson as to the sufficiency of such excuses, and allowing membership to continue, shall be final.



DRAFT RAC Charter - Authority

The section on authority details whether the committee has authority, lacks authority and defines the limits on authority.

The committee has no expressed or implied power or authority.



DRAFT RAC Charter - Responsibilities

This part clarifies how members should work together to fulfill the goals, objectives and expectations of the committee. The section forms a list of the exact duties and responsibilities that the board expects them to fulfill.

The committee will report its activities to the Board at each meeting on current assignments and deliverables. The Board expects RAC members to work together to fulfill the goals, objectives and expectations for the Committee, as defined by the Board.



DRAFT RAC Charter - Meetings

The Regional Advisory Committee will meet monthly. The RAC chairperson and vice-chairperson are responsible for establishing the agenda for each meeting. Virtual meetings held will be set up using the best available conferencing tool by the 9-1-1 and Geospatial Services Bureau (NGS), Public Safety Program Manager (PSPM). In-person meetings will be set up by NGS staff in coordination with the RAC chairperson and/or vice-chairperson. The PSPM will also send out notices and agenda as prescribed by the RAC. A RAC member will be appointed to take all minutes of meetings, and make available to the PSPM for dissemination and posting.



DRAFT RAC Charter - Meetings

The RAC chairperson or vice-chairperson will be responsible for making presentation to the Board, unless delegated to another RAC member by the chairperson or vice-chairperson.

The RAC constitutes a small assembly, being able to act only when a quorum ~~(a majority of the members)~~ is present. A quorum of the RAC will be met with the attendance and participation of at least ten members (virtual or in-person). A roll call of participants will be taken for all RAC meetings in which any agenda item requires a vote. If a quorum exists at the beginning of a meeting and members leave during the meeting, causing the loss of quorum, the chair should state the loss of quorum before taking any vote. Other members may also make a point of order about the loss of quorum, but only when other members are not speaking.



DRAFT RAC Charter - Meetings

The members present at a duly organized meeting can continue to conduct business unless there is a question that arises on the quorum. If a quorum cannot be obtained, those present may adjourn the meeting to such time and place as determined by the RAC chair. At any such previously adjourned meeting, at which a quorum subsequently is established, such business may be transacted as might have been transacted at the meeting originally called.



DRAFT RAC Charter - Meetings

All matters coming before any meeting of the members, except as otherwise limited herein, shall be decided by the vote of a majority of the voting members present at such meeting, and a quorum being present at the organization of the meeting.

A quorum must be present and maintained throughout the transaction of all business. Any business conducted without the presence of a quorum is null and void. A vote by a member may not be cast by proxy.



DRAFT RAC Charter – RAC Charter

The Charter will be reviewed annually by the RAC body. The Charter may be recommended for amendment by a two-thirds (2/3) vote of the membership present at a regular meeting, provided a written notice is made public at least thirty (30) days prior to the meeting date at which they are to be amended and the specific sections (scope of notice) to be voted on are included in the notice. The Charter shall be recommended to the Board for ratification by a 2/3 vote.



DRAFT RAC Charter – RAC Charter

Except for as outlined in this Charter, in the case of dispute with regard to order in the conduct of the RAC, Robert's Rules of Order shall be referenced and prevail in governance.



Next Steps

- Updates to the draft RAC Charter as a result of this workshop will be finalized to the formal draft document.
- The final draft will be disseminated to the RAC members and posted on the Board website no later than Friday, April 30th.
- NGS Bureau Chief will present the final draft to the Board at their May 13th meeting for review and approval. Additional guidance regarding appointments for RAC 4.0 membership will be determined by the Board chairperson.



Adjourn

- Next virtual meeting – May 11, 2021 (?)

